



CITY OF FALLS CHURCH

RECRUITMENT ANNOUNCEMENT BUS DRIVER

The City of Falls Church, Virginia has an immediate opening for a part-time Bus Driver. A Bus Driver operates passenger buses following a designated schedule and route or a non-repetitive schedule. An incumbent in this class is responsible for reporting necessary maintenance and repair work, for making daily reports of distances traveled and passengers carried. Work is reviewed through the safe and satisfactory operation of the vehicle. Positions in this class may require performance of duties evenings and weekends. Tasks are performed under the supervision of a Recreation Program Supervisor or other supervisory position.

RESPONSIBILITIES:

- Drives passenger bus on assigned or special routes, picking up and discharging passengers at designated locations;
- Assists the infirm onto and off the bus;
- Reports necessary repairs and maintenance work for vehicles;
- Operates a lift bus and assists clients using wheelchairs;
- Complies with all laws and regulations concerning the operation of the vehicle including safety precautions and posted speed limits;
- Makes required reports of passengers transported daily, number of miles bus traveled, amount of gasoline and oil used and any unusual happenings;
- Keeps bus clean and in orderly condition;
- Checks lights, brakes, steering, tires, radiator and oil level prior to leaving garage;
- Reports any accident involving bus or passengers immediately to Police Department;
- Performs related work as required.

QUALIFICATIONS: Good knowledge of the principles of bus operations; good knowledge of driving courtesy and safe driving practices; ability to learn street and road system of the City and area; ability to learn City and State regulations and laws pertaining to the operation of buses; ability to operate a bus; ability to understand and carry out oral and written instructions; ability to establish and maintain good public relations; physical ability to assist the infirm off and on the bus. Some experience in driving a bus, and completion of grade school level courses in arithmetic and English; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities. Employees in this class must possess a valid commercial driver's license issued by the state of their residence. An equivalent combination of training and experience may be considered.

SALARY: \$17.00 per hour.

HOURS: 40 hrs/wk, in the summer (end of June through the end of August). Sporadic hours the rest of the year to drive for special field trips as scheduled.

TO APPLY: Submit City application or resume to City of Falls Church, Human Resources, 300 Park Avenue, Falls Church, VA 22046 or hr@fallschurchva.gov. **YOU MUST SEND A COPY OF YOUR DRIVING RECORD WITH YOUR APPLICATION OR RESUME.**

REASONABLE ACCOMMODATION: During the selection process, applicants with disabilities may request reasonable accommodation with the agreement of the Human Resources Division; requests should be directed to the Human Resources Division. The City of Falls Church does not discriminate in employment or the provision of services on the basis of race, color, national origin, sex, religion, age or disability.

All City facilities are smoke free

09/06

VA07.19